

WORKGROUP TIMELINE

2012 NWA Nutrition & Breastfeeding Conference

TASK	December	January	February	March	April	May	June	July	August	September
Steering Committee/Program Track Subcommittee										
Finalize Conference Theme	◆	◆								
Finalize Conference Program Format		◆	◆							
Finalize Plenary Session Topics		◆			◆					
Finalize Plenary Session Speakers & Concurrent Wkshop Topics		◆			◆					
Finalize Program At-a-Glance Grid			◆	◆						
Confirm Concurrent Wkshop Speakers				◆	◆					
Send Out Speaker Confirmation Packets				◆		◆				
Follow Up On Speaker Contracts				◆				◆		
Request Volunteers Due To Volunteer Committee					◆			◆		
Identify Moderators for Plenary Sessions & Wkshops							◆	◆		
Review 1st Draft of Conference Booklet							◆	◆		
Proofing of Final Program									◆	◆
Finalize Handouts/Materials for Conference Bags									◆	◆
Send "thank you" Notes to Speakers									◆	◆

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Poster Session Subcommittee										
Develop Topic Areas, Application, Eval Criteria & Solicitations			◆			◆				
Coordinate Layout & Space Assignments						◆				◆
Poster Session Submission Cut-Off							◆	◆		
Finalize Poster Selection & Notify Applicants Of Acceptance								◆	◆	
Finalize Poster Session Abstracts For Final Program Booklet								◆		◆
Conference/Session Hosting Volunteers Subcommittee										
Identify "extra-curricular" Activities & Transportation Group Discounts				◆			◆			
Finalize Local Extra-Curricular Activities					◆			◆		
Review/Modify Instructions for Volunteers & Moderators					◆		◆			
Identify Moderators for Sessions & Workshops							◆	◆		
Finalize Volunteer/Moderator List, Develop Schedule & Send Confirmation w/ Instructions								◆		◆
Pre-Conference Meeting w/ Volunteers & Moderators										◆

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TASK	December	January	February	March	April	May	June	July	August	September
Marketing/Communications Subcommittee										
Finalize Conference Theme										
Finalize Conference Logo			◆	◆						
Develop Sponsorship Packages			◆	◆	◆					
Market Conference Website, including Registration			◆	◆	◆	◆	◆	◆	◆	
Finalize Conference Logo			◆	◆						
Develop Conference Brochure & Web Page		◆	◆	◆	◆					
Finalize Conference Web Page & Post					◆	◆	◆			
Mail "Save the Date" Postcards to 2008 Attendees & Other Partners					◆	◆	◆			
Finalize Conference Program/Registration Materials					◆	◆	◆			
Finalize Program Booklet Cover Design								◆	◆	
Evaluation/CEU Subcommittee										
Modify/edit Evaluation Form					◆	◆	◆			
Finalize CEU Applications						◆	◆			
Compile Speaker CV's & Session Objectives for CEU Applications					◆	◆	◆			
Electronic Evaluations Sent										Oct 2012
Compile Electronic Evaluation Results										Oct 2012